



"It is not the strongest of the species that survive,
nor the most intelligent, but the one most
responsive to change."

Charles Darwin

Purchasing Update

Division of Purchasing, Idaho Department of Administration
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Idaho Public Purchasing Vendor Fair 2003

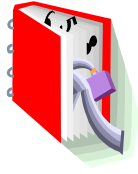
The 2nd Annual Idaho Public Purchasing Vendor Fair will be held November 4, 2003 at the DoubleTree - Riverside Hotel in Boise. Exhibit times are from 9 AM to 4 PM. Lunch will be provided from 12 to 1 PM. We expect to have about 30 vendor booths.

Our guest speaker will be Mr. William von Tagen of the Attorney General's Office. Bill is the Division Chief of the Intergovernmental and Fiscal Law Division and will speak on *Ethics in Government* at 11 AM.

State and Public agency buyers and contract users are encouraged to attend this event to meet with our contractors and other key businesses for the purpose of interacting and sharing information, gaining additional product knowledge, and discussing available contracts and services.

Vendors participating (so far):

Allied Envelopes	ASAP Software
Boise Office Solutions	BSU Print Shop
Business Interiors	Buy Idaho
Correctional Industries	Custom Recording & Sound
Dell Computers	Fisher Scientific
Gateway Computers	Grainger
Intermountain Design	ID Assoc. of Community Rehabilitation Programs
ITG	Kinkos
New Life Office	Nextel
Platt Electric	Sherwin-Williams
Sicomnet	Southwest Airlines
Sprint	Treasure Valley Coffee
Verizon Wireless	XpedX
Federal Surplus Property	



Publications

The publication *Guidelines to Developing and Evaluating a Request for Proposal* has been revised and is now on the purchasing web site. To supplement this publication two additional publications are now also available:

- ❑ *Model RFP Format* - To be used in conjunction with the above RFP guide, it presents a model RFP format for agencies to use.
- ❑ *RFP Evaluator's Handbook* - A guide for RFP evaluators to help understand the evaluation process and their responsibilities.

To access these publications go to: <http://www2.state.id.us/adm/purchasing>, Click on Agency Info, scroll down and click on Publications.

Special Purchasing Workshop



A Special Purchasing Workshop has been scheduled for Monday, October 20, 2003 from 1 to 4:30 PM at the Idaho Department of Transportation, 3311 W. State Street, Boise, ID.

Agenda:

1 to 2:30 PM - SWABIZ

A presentation from Southwest Airlines on *SWABIZ*, an online tool that allows business travelers to plan, book, and purchase Ticketless Travel on Southwest Airlines; a simple and efficient method to obtain low fares and Rapid Rewards credit. *SWABIZ* also provides travel managers a useful mechanism for the tracking and reporting of business travel. All staff involved in booking air travel for themselves or their agency are encouraged to attend this presentation.

3 to 4:30 PM - Wireless Technology

A presentation from Sprint on *Clearing Up Confusion On Wireless Technology*. All staff involved in procuring wireless technology for their agency are encouraged to attend.

Persons may attend either one or both of the presentations. There is ½ hour between presentations to allow for departures or arrivals.

Contract Updates

BATTERIES, VEHICULAR - Contract **SBPO1409** has been awarded to Sterling Battery. This contract replaces the vehicle battery contract that was previously held by Standard Batteries. The contract is effective from September 22, 2003 through September 21, 2005.

OFFICE FURNITURE - Contracts with Boise Cascade Office Products (aka Boise Office Solutions) for Zone 6 and Intermountain Design for Zones 2, 4, and 5 are in the process of renewal. Updated contract information will be posted on the web site later this week. The Intermountain Design pricing has increased 2.6% effective September 1, 2003. There have some price increases on a few items on the Boise Cascade contracts.

Contract **SBPO1143** with revised pricing pages with Business Interiors for Zone 3 was renewed effective September 1, 2003 and has already been posted to the web site.

WIRELESS TELEPHONES AND COMMUNICATIONS SERVICES - The final two contracts with Sprint and AT&T Wireless have been awarded. These contracts supplement the Verizon and Nextel contracts. Contract ordering names, phone numbers, and other relevant information is located on the contract pages for the applicable contractors.

Contract **SBPO1144** effective September 3, 2003 was awarded to Sprint Spectrum L. P. The Sprint contract includes an affiliate, Ubiquitel Operating Company (contact Tim Little in Lewiston Idaho), which will be handling orders for agency locations north of Grangeville, Idaho. Southern Idaho (Grangeville and south to Idaho Falls) order placements will be handled by Ubiquitel Operating Company with Tony Fallow in Meridian, Idaho. Invoices will be received from and payments will be made to Sprint Spectrum L.P.

Contract **PADD1002** effective September 15, 2003 was awarded to AWS National Accounts, LLC, a subsidiary of AT&T Wireless. Note that the contract number, PADD1002, is a new type of contract title. The "PADD" portion refers to "Participating ADDendum" and will be used with future contracts having a WSCA (Western States Contracting Alliance) or other cooperative purchasing agreement as their basis.

The next contract to use the PADD numbering format will probably be the W.W. Grainger contract for Tools & Industrial Supplies. It is currently contract number SBPO1056, but is scheduled for renewal effective December 1, 2003.

A new contract for **Printed Letterhead and Matching Envelopes** is effective October 1, 2003. It has been assigned Contract Number **SBPO1145**. The contract is with Printworks Company, previously known as Copy Express Printing Center. This is the same company that held the previous contract.

There are a few changes that agencies should be aware of when using this contract. More information will be separately distributed from the company.

Changes include:

- ❑ The contractor has developed a new order form that they hope will be easier to use. It is available in PDF format on the State Purchasing web site. You may download it and fill it out on your computer, then print and fax it with your samples.
- ❑ You may also choose to print a blank order form and fill it out manually before faxing it. If neither of these options work for you, you may call Printworks and they will fax a blank order form to you.
- ❑ Delivery time is now 15 calendar days.
- ❑ Payment by P-Card will be accepted.
- ❑ Printworks will confirm receipt of your orders by email within 24 hours. Please make sure to include your email address with all orders.
- ❑ While Printworks has not physically moved, please address all correspondence to their new name, Printworks Company, and add "Suite A" to the street address.
- ❑ You may also want to note that the contract does not cover typesetting charges. The standard fee is \$60.00 per hour, with a minimum of \$15.00 which will usually cover simple changes such as name or address information. Printworks will advise the purchaser whenever they expect typesetting charges to exceed \$15.00.